



## City of Saint Charles Employment Opportunity

<b>Job Title</b>	Director
<b>Department</b>	Information Technology
<b>Posting Date</b>	February 4, 2010
<b>Closing Date for Resumes/Applications</b>	Until Filled
<b>Grade Level &amp; Starting Pay</b>	Director Level - \$81,213
<b>Exempt/Non-exempt</b>	Exempt
<b>Status</b>	Full time

The City of Saint Charles is recruiting for a full-time Information Technology Director to manage and direct assigned city information and computer processing systems including determining hardware and software requirements; designing and implementing systems; and resolving hardware and software problems.

### Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, manages, supervises and monitors computer information systems hardware and software. Contacts vendors, initiates bidding process for information systems. Recommends hardware and software to various city departments
- Management and implementation of Enterprise Resource Planning systems.
- Provides professional advice to other department directors and City staff regarding technology requirements.
- Participates in staff meetings
- Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Prepares long-range capital improvement plan and implementation strategies for entire City
- Assists departments with budget requests for computer hardware and software
- Works with Department Directors to prepares equipment and software specifications and requests for proposals with all other departments
- Supervises and performs implementation of new software applications in conjunction with each department
- Performs upgrades to operating systems and software applications
- Contacts and assists departments regarding computer system design and implementation including selection, installation and staff training
- Ability to develop and maintain a strategic technology plan
- Creates computer training programs
- Supervises department staff. Assigns tasks and projects and evaluates staff performance. Monitors staff projects, programming modifications/enhancements
- Maintains and monitors record keeping for warranties and service contracts
- Coordinates City MIS functions with other agencies and governmental units
- Establishes and reviews system-wide data backup procedures, storage and disaster and system failure recovery procedures, security measures and equipment, and virus scanning and network protection
- Performs system configuration and performance maintenance
- Conducts or directs special projects as needed and directed
- Prepares, monitors and administers department budget expenditures with respect to computer equipment, software, etc. in cooperation with department directors
- Prepares reports for elected officials, makes presentations as required
- Maintains knowledge of a wide variety of computer hardware and software applications and operations
- Ability to enforce personnel principles and policies and procurement rules and regulations
- Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications
- Other duties as required by the Mayor and/or Director of Administration

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Minimum requirements are Bachelor's Degree in computer science, computer engineering, electrical engineering or related field, seven years management/leadership experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Master's degree in relevant field is preferred.

Documented working experience with Microsoft Windows Environments, including Microsoft Windows server 2008, Microsoft SQL 2008 and Microsoft Exchange 2007, Internet Information Server and other applications used in municipal government operations. Experience with Microsoft windows configuration, installation, maintenance, support and troubleshooting of TCP/IP networks supporting VoIP telephony, microcomputers and other systems; system development, complex project management, knowledge of networking hardware systems, client/server technology, Internet/intranets.

### **Additional Duties and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Reviews MIS related publications.

Sets up new users on network, E-mail, Internet, and other applications.

Monitors/reviews network management software.

Diagnoses software operating problems.

Conducts studies and analysis for special or major projects.

Interviews potential IT personnel.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

#### **Language Ability and Interpersonal Communication**

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution.

Ability to analyse and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to manage and direct a group of workers, including the ability to provide counselling and mediation. Ability to persuade, convince and train others.

Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as work requests, network management reports, budget reports, calendars, requisitions, purchase orders, hardware/software specifications, requests for proposals, contracts, service agreements, warranties, expense reports, flowcharts, trade journals, non-routine correspondence, computer languages, program documentation, computer software operating manuals, accounting methods and technical computer hardware/software manuals.

Ability to communicate orally and in writing with Director of Administration, City officials, City Department Directors, MIS staff, vendor representatives, City officials, computer users and technical consultants.

#### **Mathematical Ability**

Ability to apply algebraic and trigonometric formulas.

Ability to interpret inferential statistical reports and/or formulation and equation data.

#### **Judgment and Situational Reasoning Ability**

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

#### **Physical Requirements**

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as computer terminals, printers, scanners, concentrators, crimpers, fax machine, telephone and fax machine.

Ability to coordinate eyes, and hands, in performing skilled movements such as rapid keyboard use.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some lifting.

Ability to recognize and identify degrees of similarities or differences between characteristics of colours and shapes associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Ability to work under generally safe and comfortable conditions where exposure to adverse environmental factors such as repetitive computer keyboard use may cause discomfort and poses little risk of injury.

### **Contact Information**

Interested applicants should forward a resume or application with salary history to:

The City of St. Charles, Human Resources Department, 200 North Second Street, St. Charles, MO 63301. Fax 636-940-4606. Email [HR@stcharlescitemo.gov](mailto:HR@stcharlescitemo.gov). Additional information and applications can be found on the careers tab of our website [www.stcharlescitemo.gov](http://www.stcharlescitemo.gov). No phone calls please.

St. Charles is an Equal Employment Opportunity Employer and participates in E-Verify.

In compliance with the Americans with Disabilities act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.